

Phoenix Program
Process Definition – General Ledger

Process	<i>Creating a Unit of Measure (UOM)</i>
Process Number	<i>GL – 041</i>

Description of Process

Add a Unit of Measure to the system. Adding a unit of measure requires the user to create a name and description for the desired unit, as well as provide rates of conversion to other units of measure. Units of Measure are quantifiers that are used as part of statistics codes and/or amounts. They enable you to track quantity-related information on one or more journal lines. Currently, the system contains the delivered PeopleSoft Units of Measure. The State of Georgia will be adding the following units of measure:

- Kilowatt hours
- Each
- Cubic yards
- Cubic feet
- Days
- Hours
- Thermal units
- Gallons
- Tons

Input to Process

Unit of Measure Change Request is written up, signed, assigned an identifier and approved at the FSS level. Authorized users at FSS will enter the Unit of Measure as defined on the request form.

Output of Process

New Unit of Measure is created and is accessible to all business units.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use R-Z	Units of Measure

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Business Process Description

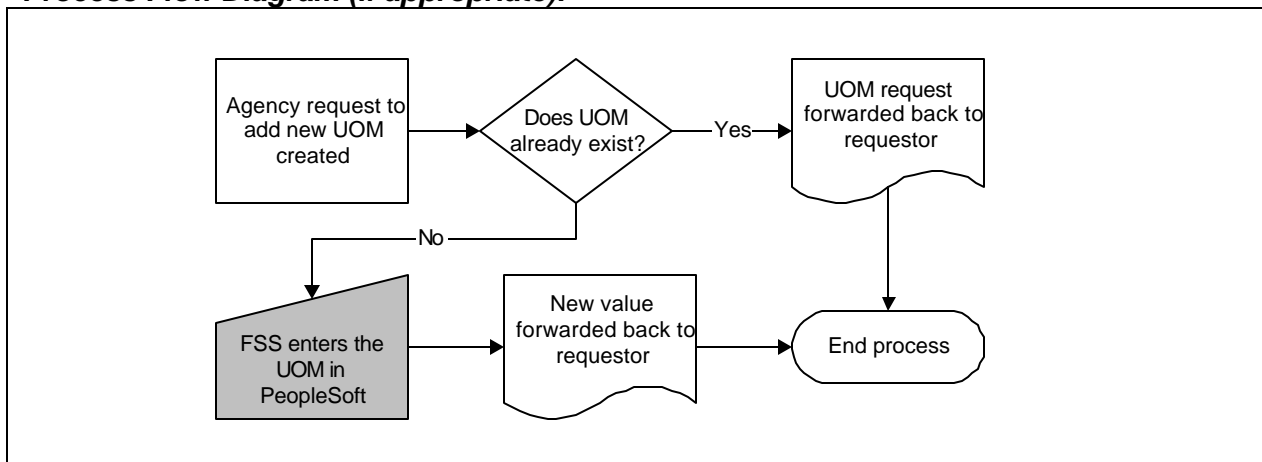
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Complete request form to create a new Unit of Measure</u></p> <p>Using the forms provided to you (see attached), submit your unit of measure change request. If valid, the request will be forwarded to the proper agency individual(s) for input, usually someone at a supervisory level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.</p>	Agency
<p><u>Step 2: Define your unit of Measure (UOM)</u></p> <p>Enter a Unit of Measure Code for the UOM you want to establish. UOM's are <i>not</i> specific to a particular SetID or business unit nor are they effective dated. Therefore, when one agency creates a unit of measure it will be accessible system-wide by all business units. Moreover, once a Unit of Measure is created, it <i>cannot</i> be deleted nor inactivated through the system.</p> <p>Enter a description and short description to identify your unit of measure. PeopleSoft uses the description system-wide in prompt lists, reports, other panels, and online inquiries, and the short description on panels and online inquiries with limited display space.</p> <p>Enter the units of measure that you wish to convert <i>to</i> in the field provided, along with the applicable conversion rate. The system will automatically populate the inverse, which is used when converting <i>back</i> to the original unit of measure.</p>	Agency
<p><u>Step 3: Save the unit of measure</u></p> <p>The unit of measure is now saved and accessible to all business units.</p>	Agency

Forms Used with Process (#)

****Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Units of Measure\UOM Change Request.doc**

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested